

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
1st Floor Conference Room, Oneida County Courthouse
July 13, 2016

LRES COMMITTEE MEMBERS PRESENT: Ted Cushing/Chairman, Sonny Paszak, Billy Fried, Dave Hintz, Carol Pederson

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Kyle Franson (Register of Deeds); Margie Sorenson (Finance); Luann Brunette, Bruce Stefonek (Buildings & Grounds); Bill Freudenberg (County Board)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in the 1st Floor Conference Room of the Oneida County Courthouse. It was noted that this meeting had been properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

APPROVE AGENDA

Motion by Hintz to approve today's amended agenda. Second by Paszak. All members present voting 'Aye'. Motion carried.

Cushing notes that the closed session topic will be moved to the end of the meeting due to "Return to Open Session" agenda topic not present on agenda.

APPROVE MINUTES

Motion by Pederson to approve the minutes of the June 22nd meeting. Second by Fried. All members present voting 'Aye'. Motion carried.

VOUCHERS, REPORTS AND BILLS

Brief review of vouchers and bills presented. Motion by Paszak to approve the vouchers and bills as presented. Second by Pederson. All members present voting 'Aye'. Motion carried.

PAID TIME OFF (PTO) ACCRUALS AND PAYOUTS

Charbarneau notes at the last meeting, the committee discussed changing PTO accruals from annual to a biweekly basis in order to avoid overpayment of PTO hours in the event of an employee termination. There was a question at the last meeting regarding if PTO payouts can be offered if the PTO accruals are changed to a biweekly basis. Charbarneau states she talked with the tax attorney again and the attorney clarified that PTO payouts cannot be offered if biweekly PTO accruals occur. Discussion held by Committee, Sorenson and Charbarneau and it was mutually agreed that changing PTO accruals to biweekly at this time is not in the best interest of the county or its employees. Charbarneau clarified that the County can recoup overpaid PTO hours from Non-Exempt employees but not from Exempt employees without legal action. Discussion held on several past terminated Exempt employees owing PTO dollars. The Committee discussed the possibility of legal action to recoup the owed PTO dollars and agreed that the cost of legal action would not be worth the money owed. The Committee agrees that letters should continue to be sent to former employees owing money, in an effort to recoup some or all of the money owed. Motion by Cushing leaving the PTO accruals and payouts as is and, if needed in the future, the matter could be brought back to the Committee for review. Second by Hintz. All members present voting 'Aye'. Motion carried.

VACANCY REVIEW APPEAL DEPUTY I REGISTER OF DEEDS

Franson discussed upcoming part-time (75%) vacancy in his unit due to an employee giving notice of retirement. Franson notes that this position is required by statute. Franson discussed the position further, providing details of the position and its importance to his department. Paszak notes that the COJ (Committee of Jurisdiction) approved filling this position at yesterday's meeting. Charbarneau states, in the event this position is filled by another employee within the Register of Deeds office, she requests that the Committee approve filling that position as well. Motion by Paszak to approve the vacancy review and any additional vacancy caused in the Register of Deeds office by filling this position. Second by Fried. All members present voting 'Aye'. Motion carried.

EFFICIENCY TEAM DATA

Charbarneau briefly discussed actions taken by the Efficiency Team to date. Charbarneau has ranked areas of the LRES department by importance based on the needs of the public and county. Charbarneau explained that each department is required to take their rankings to their COJ for review and approval, then bring the rankings to the Efficiency Team for further review. Hintz notes that auxiliary groups on the county budget such as the Animal Shelter are also being asked to complete these rankings. Hintz states that Oneida County's budget continues to get tighter each year and these rankings are important in the event costs need to be reduced in order to keep the budget balanced. Motion by Fried to accept the Efficiency Team report as filled out by Human Resources and forward to the Efficiency Team. Second by Cushing. All members present voting 'Aye'. Motion carried.

EMPLOYEE HANDBOOK

- **Cell Phone Policy:** Charbarneau and Hintz have discussed creating this county-wide policy with the main purpose of safety for both employees and the public being served. Committee discussed the draft policy. Fried feels the section titled "Personal Cell Phones" portion of the policy is too vague; discussion held. Hintz reiterates the main purpose for the policy is safety and directed Charbarneau to reword portions of the draft policy to place more emphasis on safety. Charbarneau to bring the updated draft policy to the next meeting.
- **Nepotism:** Charbarneau read the current county policy on Nepotism. Charbarneau discussed her concerns on hiring county employee's adult children as summer help and foresees issues occurring if one of these employees needs to be reprimanded or terminated. Charbarneau notes that specific concerns will be discussed in closed session and the Committee can discuss how to modify the policy accordingly.

2017 HEALTH INSURANCE

Charbarneau states she has discussed the potential to go out for bids on health insurance with Brian Desmond/Corporation Counsel to see if there were any guidelines or requirements. Desmond states the County Code lists no requirements. Charbarneau states she will be reviewing previous bidding information gathered but says she is looking for direction from the Committee on if she should proceed with the bidding process. The Committee inquired when the premium rates will be released for the current health insurance plan; Charbarneau states these premiums won't be available until September or October. Discussion held and Committee agrees the bidding process should be started in order to gather information and be prepared by the time the 2017 premiums come out for the current health insurance carrier. The Committee directs Charbarneau to begin getting bids together.

OUT-OF-COUNTY TRAVEL

None

FUTURE MEETING DATES

July 28, 2016 at 10:00 a.m.

August 10, 2016 at 9:00 a.m.

August 24, 2016 at 9:00 a.m. – Joint meeting with Administration Committee to discuss available monies for 2017 wage and insurance increases

WELLNESS/HEALTH UPDATES

Lueneburg reports no current wellness updates.

Hintz discussed his concerns over the increasing workman's compensation claims, costs, and the need to find solutions to fix these issues. Brief discussion held; Committee agrees to discuss matter further at a future meeting.

VACANCY REVIEW APPEAL MAINTENANCE TECH LEC

Brunette discussed the changes to her staff due to promotions, noting there is now a vacant Maintenance Technician position at the Law Enforcement Center. It is important that this position is filled due to the increased inmate count from taking on state inmates. Motion by Cushing to approve the vacancy review appeal for the Maintenance Technician. Second by Paszak. All members present voting 'Aye'. Motion carried.

PUBLIC COMMENTS

None

FUTURE AGENDA TOPICS

Workman's Compensation increased claims

Cell Phone policy

2017 Health Insurance

CLOSED SESSION

Motion by Fried, second by Hintz to adjourn into closed session pursuant to Section 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. (Topic: Assistant Facilities Director compensation, Public Health Nurse compensation and Equipment Operator/Mechanic compensation) and Section 19.85(f) considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data. (Topics: Personnel matters-financial, medical, discipline and investigation)

Roll call vote taken with all members voting in the affirmative. Motion carried. Committee went into closed session at 9:51 a.m.

Staff present in closed session: Charbarneau, Lueneburg, Brunette, Stefonek, Sorenson

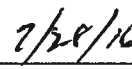
LRES Committee meeting
July 13, 2016

ADJOURNMENT

Motion by Pederson to adjourn (in closed session). Second by Hintz. All members present voting 'Aye'. Motion carried. Meeting adjourned at 11:14 a.m.



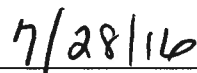
Ted Cushing, Chairman



Date



Jennifer Lueneburg, Committee Secretary



Date